



BLUSSON SPINAL CORD CENTRE
ICORD HANDBOOK
MAY 2011

emergency contact numbers

Fire
Cardiac Arrest
Disaster → **88**

Security
First Aid
Hazardous spills → **Urgent: 5800**
Non-urgent: 4777

Housekeeping emergency 604-694-6300

VCH maintenance: e-mail bscc-maintenance@icord.org
Emergency/after hours: 604-875-4111 x 62601

ICORD Admin contact numbers

Tom Oxland (Acting Director)	604-675-8834	toxland@icord.org
Cheryl Niamath (Admin Mgr)	604-675-8844	niamath@icord.org
Lowell McPhail (Ops Mgr)	604-675-8811	mcphail@icord.org
Jeremy Green (Prog. Coord.)	604-675-8810	jgreen@icord.org
Lisa Larmon (Admin. Asst.)	604-675-8833	llarmon@icord.org
Bookings	604-675-8833	bookings@icord.org

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about ICORD

the old location of ICORD's admin office and some research labs: the Biosciences Building at the UBC Point Grey Campus.



March 21, 2010 at the BSCC: Pictured from left to right: Dr. David Farrar (VP Research, UBC); Dr. David Ostrow (CEO, Vancouver Coastal Health); Dr. Brian Kwon (ICORD); Colin Ewart (Rick Hansen Foundation); Premier Gordon Campbell; Prime Minister Stephen Harper; Anna Sammarco (ICORD research study participant); Rick Hansen; Daryl Rock (Rick Hansen Institute); Dr. Tania Lam (ICORD); Katie Pahl (ICORD); Dr. Antoinette Domingo (ICORD); Dr. Tom Oxland (ICORD), Dr. Wolf Tetzlaff (ICORD); Lyall Knott (RHF)

history

CORD (Collaboration On Repair Discoveries) was founded in 1995 by Dr. John Steeves with the support of Rick Hansen and then-UBC President Dr. David Strangway. That year, the Rick Hansen Man-in-Motion Chair in Spinal Cord Research was created, and a search was initiated for the first chair holder. Dr. Wolfram Tetzlaff was the successful candidate, and he joined Dr. Steeves and a small group

of UBC / VCH researchers with an interest in spinal cord injury (SCI) known as CORD. Membership in CORD grew steadily but slowly, with 15 members in 2000.

In 2002, Dr. Steeves and his CORD colleagues were awarded a Canada Foundation for Innovation infrastructure award of \$12.8 million. The CFI award was matched by the British Columbia Knowledge Development Fund, and additional funding was pledged by UBC, Vancouver Coastal Health and the Rick Hansen Foundation to provide for the construction of a dedicated SCI research centre. CORD's vision and mandate became much broader than a regional research centre, and the research group was renamed ICORD—with the "I" standing for "international".

ICORD's administrative office and some basic science research labs were located in the Biosciences Building at the UBC Point Grey Campus. Other ICORD researchers were based at more than twenty different locations in Metro Vancouver and Vancouver Island (in other buildings at the UBC campus, at the VGH campus, at BCIT, SFU, UVIC).

ICORD today

Since the CFI award in 2002, researchers with an interest in SCI from UBC departments and other institutions have joined ICORD, attracted by the available infrastructure and multidisciplinary research community. In 2010, ICORD moved from UBC's College for Interdisciplinary Studies to the Faculty of Medicine, and Dr. Tom Oxland became Acting Director.

Currently, a wide array of principal investigators, trainees, technicians, and staff are joined under the banner of ICORD to foster and maintain an interdisciplinary, collaborative research and training environment. The programs bring together researchers and practitioners from the basic sciences, social sciences, medicine, surgery, rehabilitation, engineering, kinesiology, education, and the humanities to facilitate the discovery, development and implementation of relevant solutions that will make a difference for people with spinal cord injury today and tomorrow.

about the Blusson Spinal Cord Centre



The Blusson Spinal Cord Centre was built on the site of the old Vancouver General Hospital Willow Chest Centre. Construction started in August 2006, and the building was completed in October, 2008.



The Blusson Spinal Cord Centre is a unique facility dedicated to advancing world-leading integrated research and care for people with spinal cord injury. By combining research and clinical space in the same building, investigators will be able to rapidly translate discoveries into validated clinical practices to ensure effective outcomes are achieved. The Blusson Spinal Cord Centre is home to ICORD as well as the outpatient and research clinics of Vancouver Coastal Health's *Brenda and David McLean Integrated Spine Clinic*, the Rick Hansen Institute and Tetra Society workshop.



the atrium + ramp

design

The Blusson Spinal Cord Centre was designed by Vancouver Architects **Musson Cattell Mackey Partnership** in consultation with ICORD's researchers. **Ledcor** was the general contractor and **Stantec** provided project management. It was designed to be as accessible as possible for people with a physical disability.

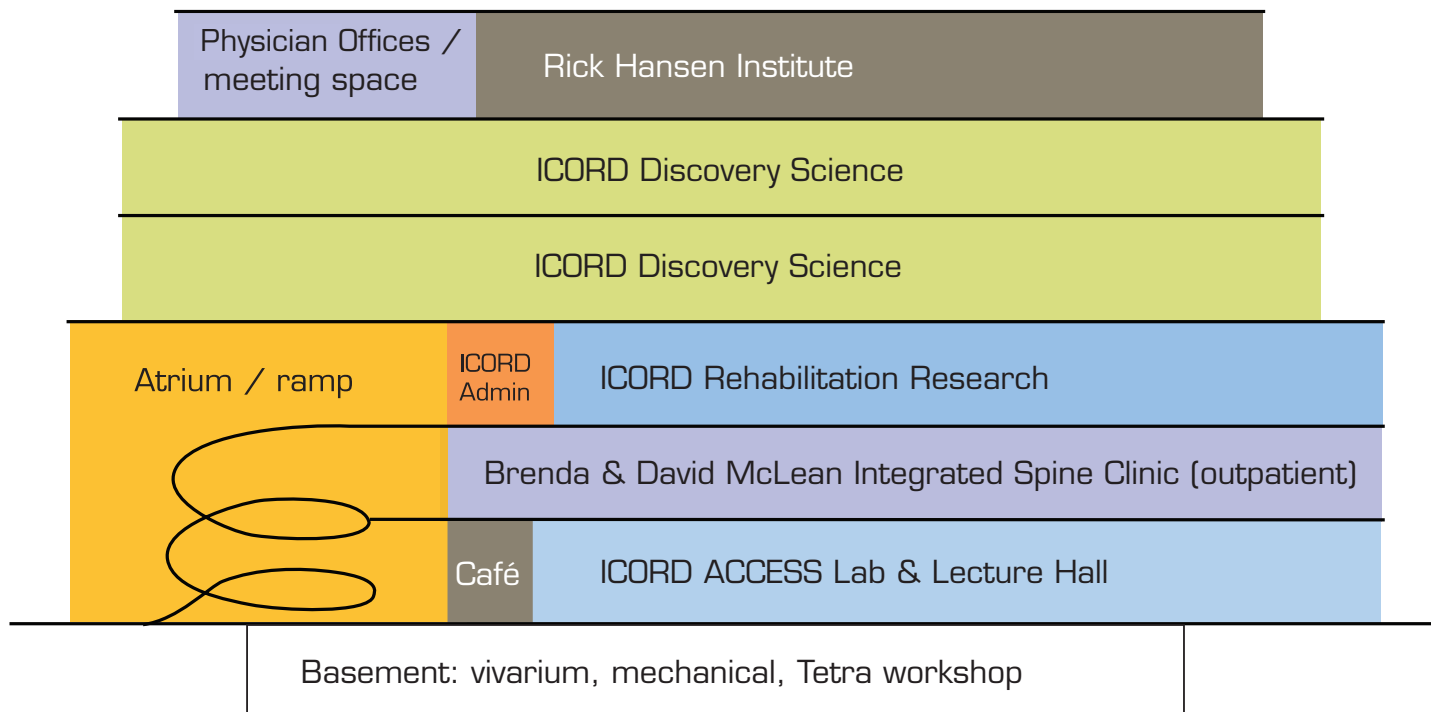
Every effort was made to eliminate the need for the ♿ sign inside the building. For example, all elevators and washrooms are specially designed to be highly accessible.

The unique ramp in the atrium is about 200 metres long with a 5% incline. Every 5 metres, there is level place on the ramp.

The City of Vancouver has mandated that all new buildings in Vancouver have expressions of colour visible from the exterior, so colour was added to the glass surrounding the ramp. The sequence of colours was designed by Mark Whitehead, one of the architects of this building. It is a progression of colours interrupted by their complimentary colours.

building cross-section

The Blusson Spinal Cord Centre: integrated research & care



funding

To fund the building, ICORD secured a competitive award of \$12.9 million from the Federal Government. The BC Government matched this contribution. The remainder of the ~\$45 million project was provided by UBC, the Rick Hansen Foundation (through a generous donation from Dr Stewart and Marilyn Blusson) and VCH/VCHRI.

donors

Dr. and Mrs. Blusson are Vancouver philanthropists. Dr. Blusson graduated from UBC in 1960 and U. California at Berkeley with a PhD in Geology. He co-discovered the diamond deposits that led to the development of the Ekati Diamond Mine in the Northwest Territories. He and his wife have generously donated funds for many projects in BC.



Marilyn + Stewart Blusson

art in the building

The large painting in the atrium was created by Canadian artist Robb Dunfield, and is likely the largest painting ever done by mouth. The title of the painting is *Visions of Possibilities*. The marble statue near the south entrance on the ground floor was sculpted by Dr. John Ditunno, a former member of ICORD's International Advisory Panel. The sculpture is called *Strength with Grace*. Information about both works of art is posted nearby the pieces.



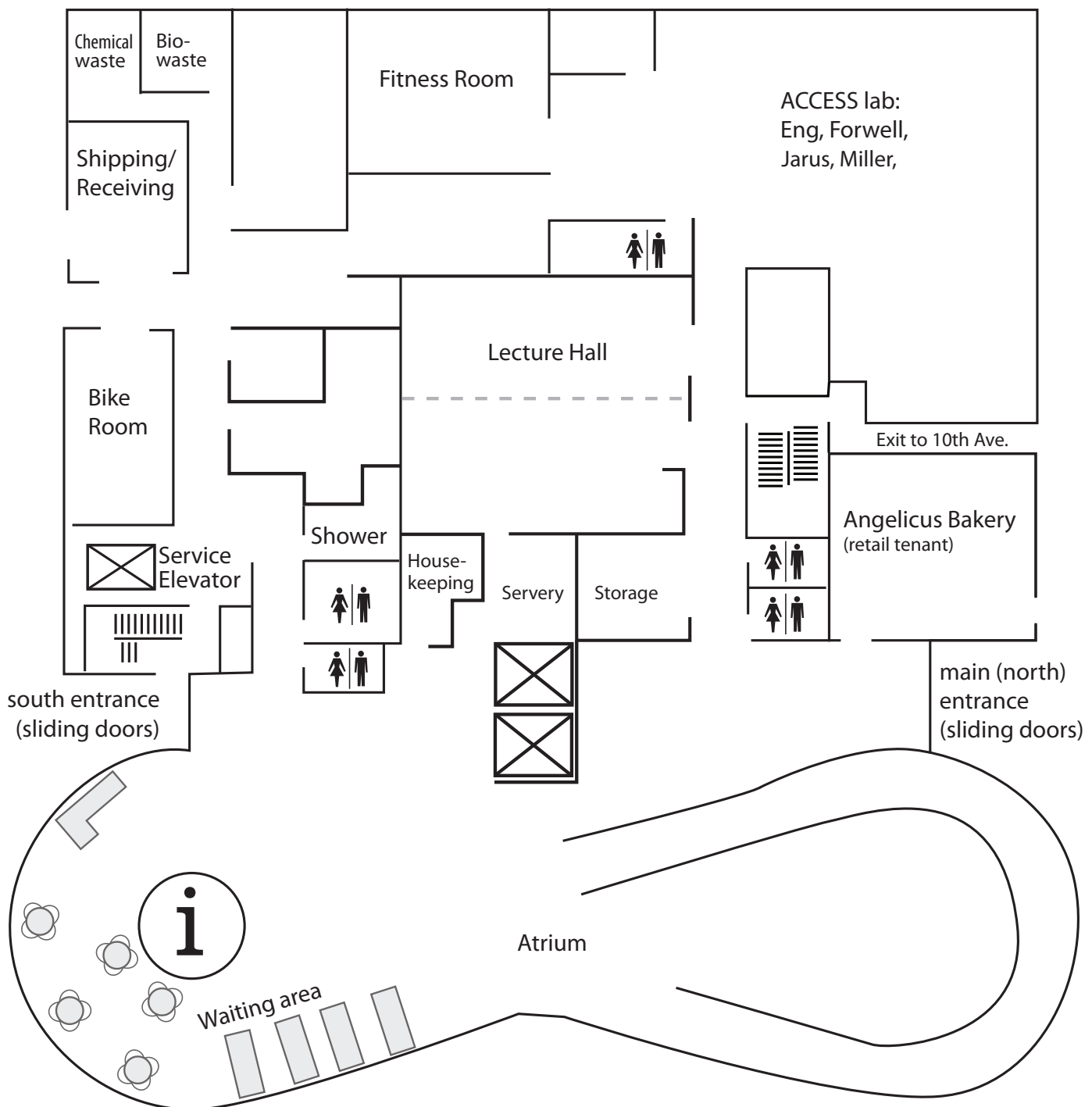
Above, left: Robb Dunfield speaks at the BSCC Grand Opening in November, 2008, following the unveiling of his painting. Above, right: *Strength with Grace* shortly after being uncrated following its arrival from Italy.

What's happening in the building

These simplified floor plans are provided to show you where the various research areas are in the building, and help orient you to the space.

Note: some small rooms, doors, utilities, etc., are not shown on these plans. These plans show space assignment as of May 2011.

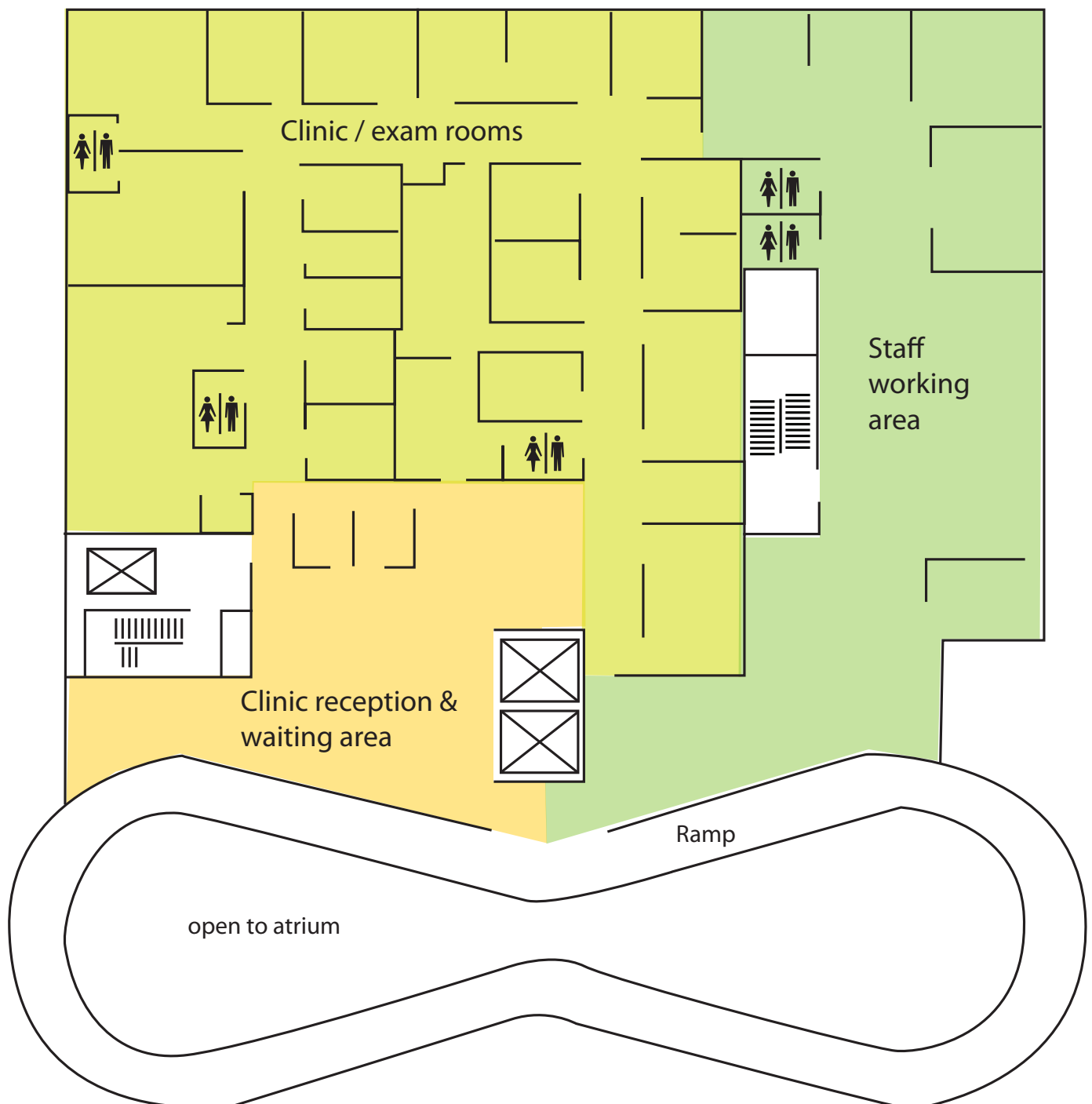
Ground Floor



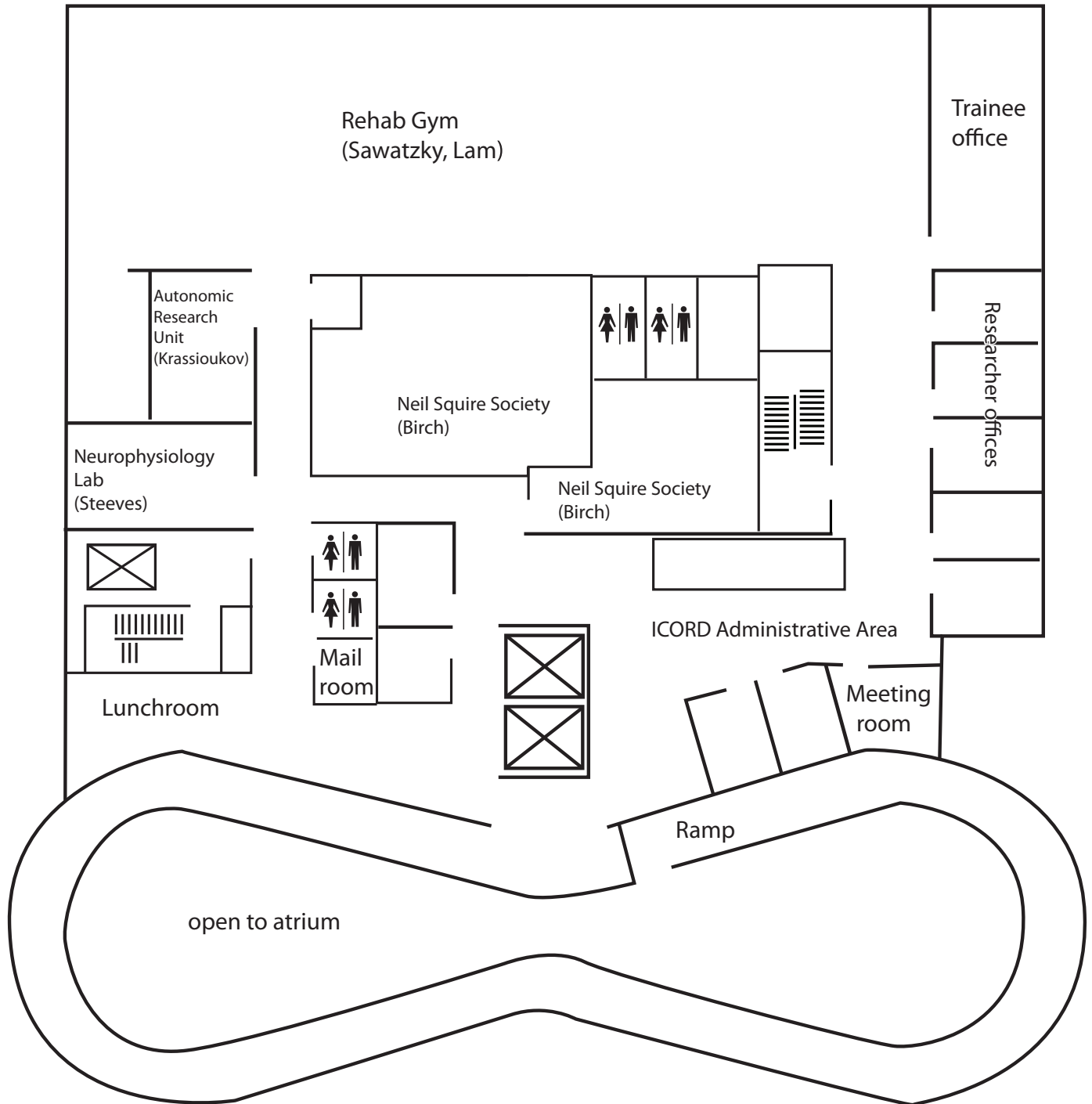
Floors 1, 3, 4 and 5 contain ICORD research, meeting and administrative space.

Floor 2 is the Brenda and David McLean Integrated Spine Clinic (VCH). Floor 6 contains the Rick Hansen Institute and Spine Surgeon offices. See the Cross-section on Page 8 for additional information.

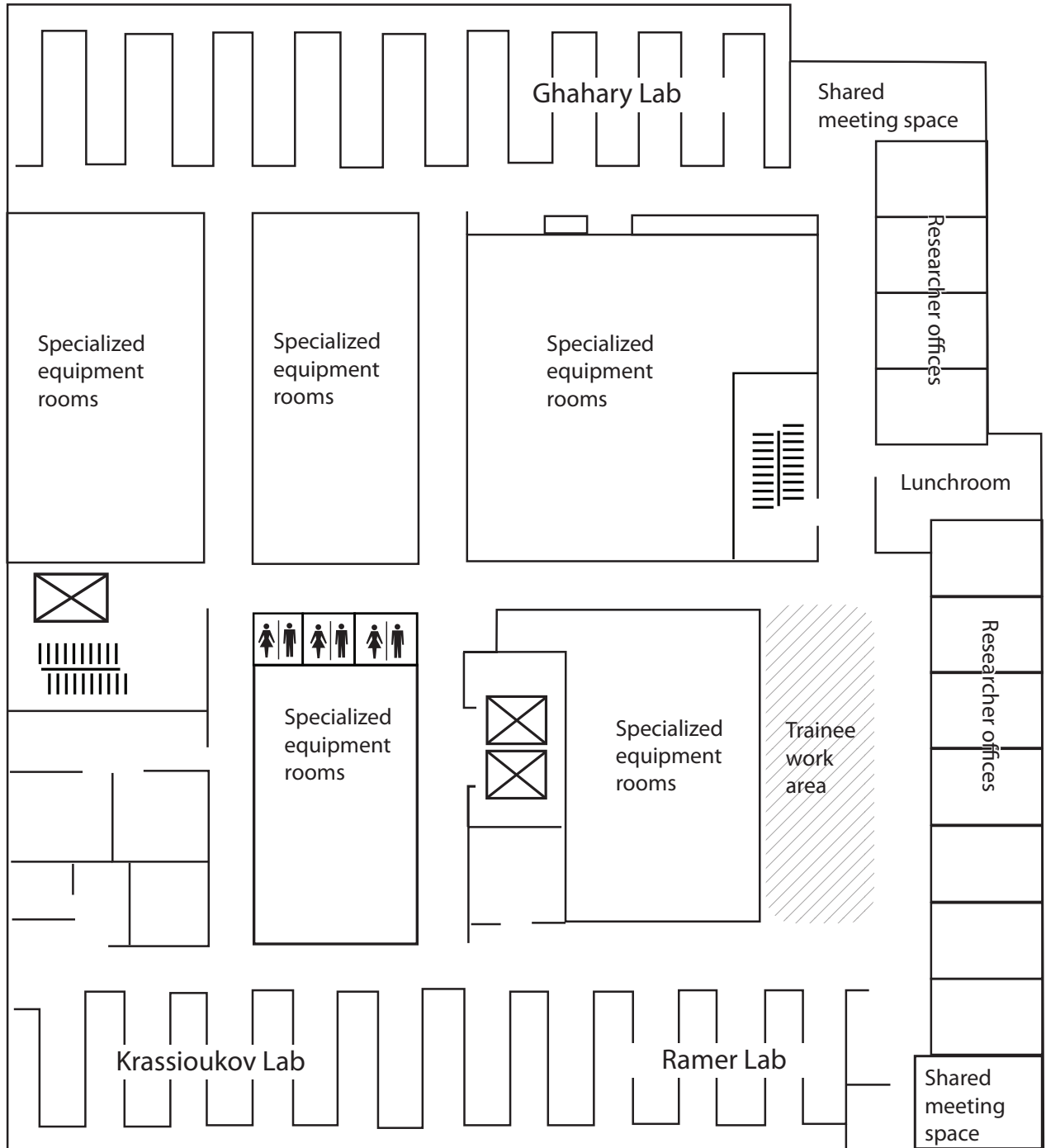
Second Floor Guide



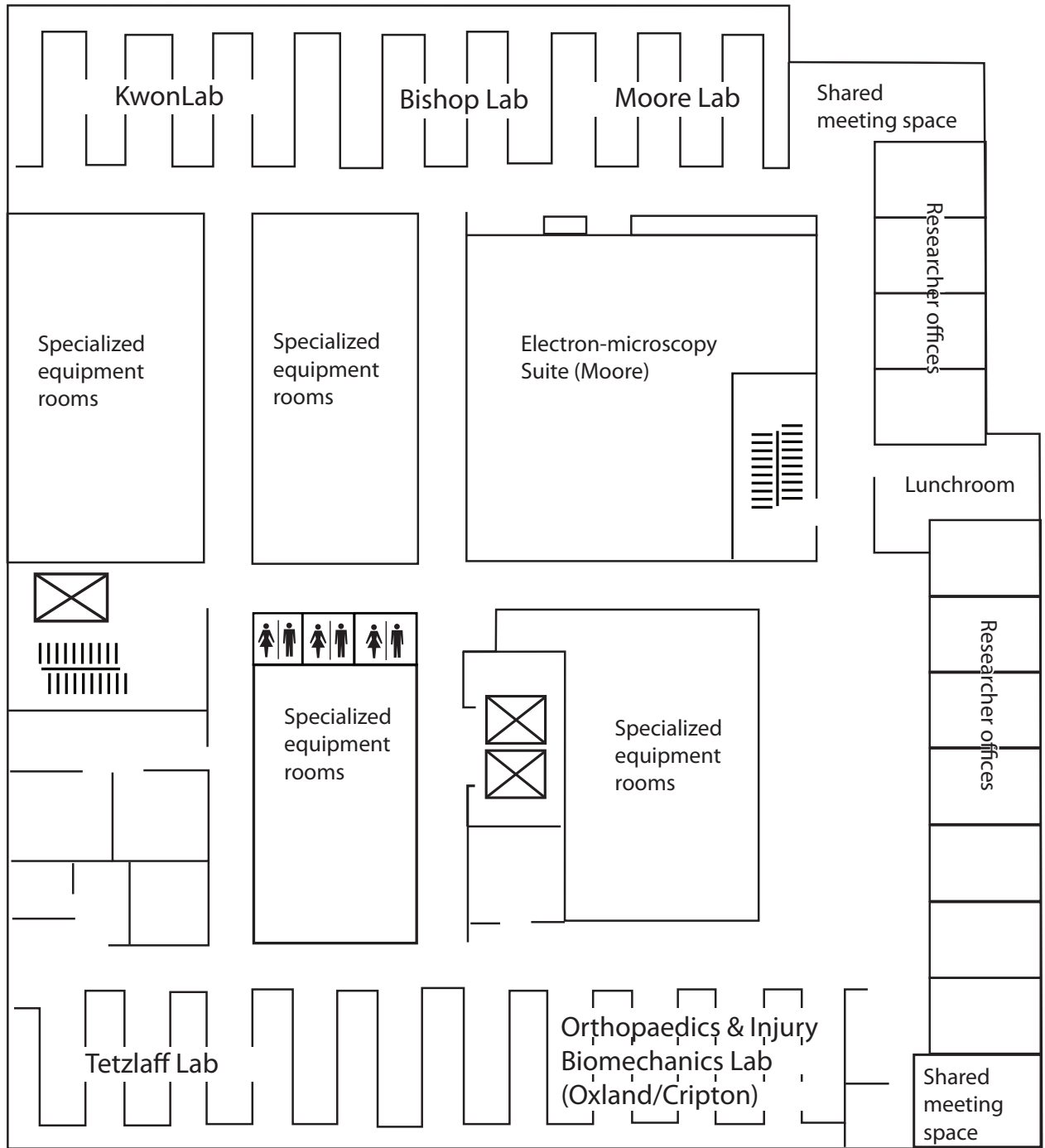
Third Floor Guide



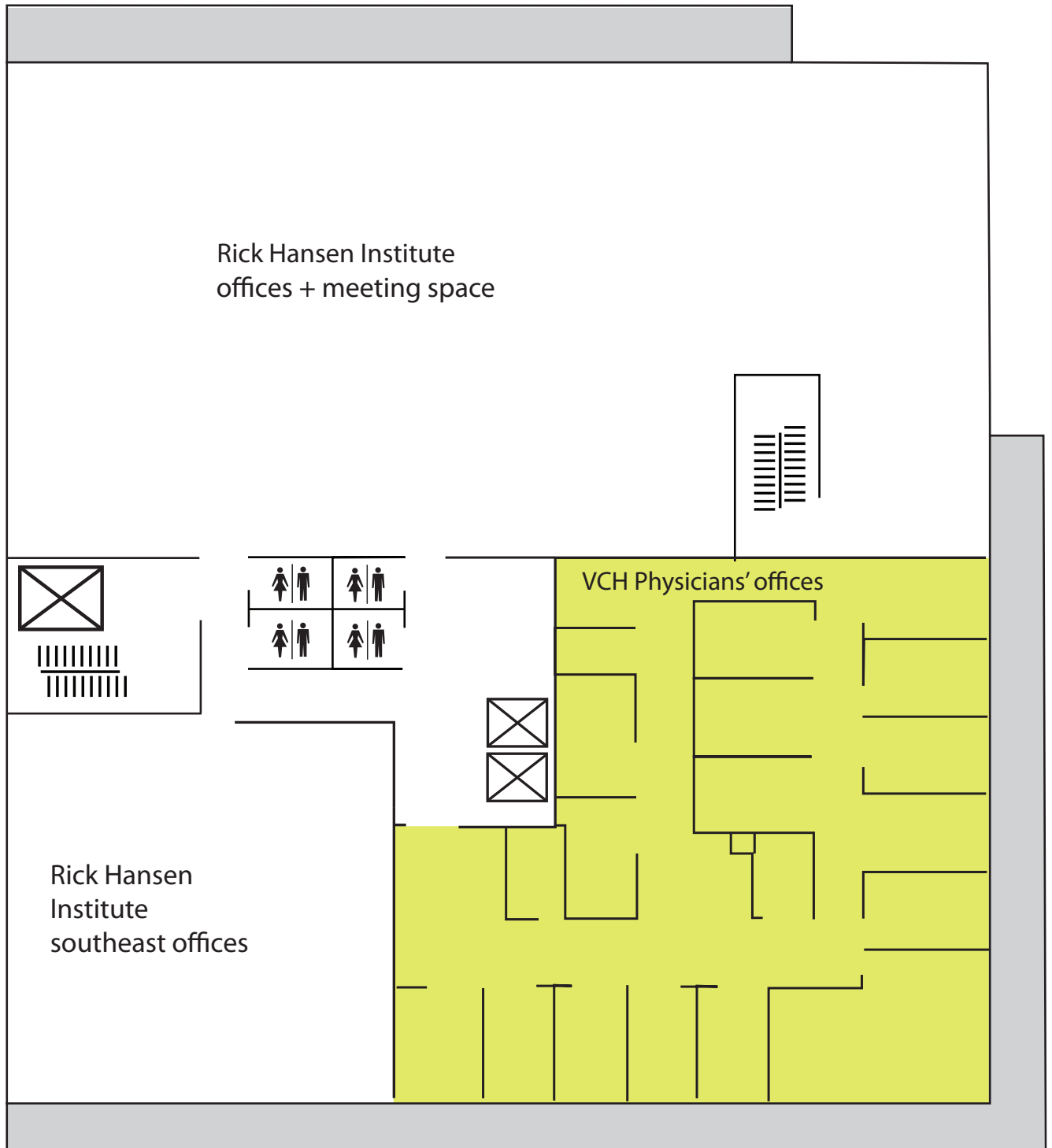
Fourth Floor Guide



Fifth Floor Guide



Sixth Floor Guide



getting started

If you are new to the Blusson Spinal Cord Centre, the information on the following pages may be helpful to you.



building access

You need a VCH ID tag to access to the Blusson Spinal Cord Centre. To get an ID tag (or add BSCC access to your current VCH ID tag), contact Jeremy Green in the Admin area for a BSCC Access Request form. You need to complete the form and get all of the

required signatures for Section 3. Return the signed + dated form to Jeremy and he will obtain the remaining signatures and contact you when the form is ready to be picked up. Take the form to the VGH photo ID office in the Willow Chest Pavilion, located in room 176 on the first floor (just South of the BSCC). The office is open Monday to Friday 8am to 12pm and 1pm to 3pm. Bring one piece of government-issued photo ID. Your ID tag will be issued to you on the spot.

keys

Submit key requests to Jeremy. VCH processes and cuts all of the office/lab keys and will contact you via e-mail when your key is ready. Keys for all trainee desk side drawer units and lab cabinets are available. A refundable \$10 deposit is required for cabinet keys. Contact Jeremy for a key. Please include the cabinet number with your request.



building hours

You can enter the Blusson Spinal Cord Centre 24 hours a day, 7 days a week with your ID tag. The building is open to the public Monday to Friday from 7:30am to 5pm.

visitors to the BSCC

If you are expecting a visitor, please note:

- There is no receptionist for the building. Starting in September, 2011, the Resource Centre at the Information Desk in the Atrium will be staffed weekdays from 10 to 2. Resource Centre staff may be able to direct visitors if they are not otherwise occupied.
- Elevators run to the 2nd floor from 7:30am until 3:30 pm, to the 3rd floor from 9:00am to 4:00pm, and to the 6th floor from 7:30am to 4:30 pm. The 4th and 5th floors are card-access only at all times.
- Visitors can use the house phone at the information desk to contact you if they are unable to access your floor when they arrive (be sure to give them your phone number).

parking

for visitors and research subjects:

There is accessible parking on both sides of the building. Some spaces are reserved for BSCC staff who require accessible parking. If you are expecting a visitor or research participant who requires accessible parking, or would like information about reserved accessible monthly paid staff parking or long-term research subject parking, please see Jeremy Green.

Unregistered cars without a permit clearly visible that are parked in one of the spots on the East or West side of the BSCC can expect to get **ticketed and/or towed**.

After 6pm and on weekends, these become VCH pay parking spots.

Sample parking permit



for staff:

There is a staff parking lot at 12th and Laurel. Show your pass and parking is \$8.50 a day. See the ICORD web site for a complete list of parking areas in the vicinity of the BSCC.

other commuting options

bike: BSCC is located right on the 10th Avenue bike route. There is a bike locker on the ground floor, and showers on floors 1, 3, 4 and 5. There is also a bike rack outside the South entrance.

transit: BSCC is located one block South of Broadway with easy access to the B-Line, #9 (Broadway to Alma or Boundary), #50 (False Creek South). The nearest Canada Line station is at Broadway and Cambie.

shuttle: There is a shuttle from the main entrance of Centennial Pavilion (at 12th and Willow) to the hospital at UBC. It runs at :05 and :35 past the hour.

telephone

PIs will be issued two phones. Touchdown offices have phones installed. If you need another phone set, please contact Jeremy Green. The phone number of your set is displayed on the right side of the screen.

You will be provided with instructions for use, but if you need another copy please contact Jeremy.

How to place calls:

Dial 5 + the last four digits for calls within the building to any numbers starting with "675"

Dial 9 for an outside line, including the main VGH line.

Dial 9+1 for North American long distance

Dial 9+011 for international long distance

Conference Calling - Email bookings@icord.org or contact Jeremy at local 58810 for assistance in setting up a conference call.

You can find a building phone directory on the blog, or press the "directory" key on your phone (see photo below).

voicemail

To access your voicemail, press the mail key on your phone (see photo). Enter your password and #. Your default password (to check voicemail and change the phone greeting) is 12345.

It's easy to check your voicemail or record a new greeting from home or another location.

- Dial **your** office number (*for example, 604-675-8899*)
- When your recorded message starts, press *
- Enter your ID (**which is your 5-digit local**) followed by # (*for example, 58899#*)
- Enter your voicemail password followed by # (*for example, 34567#*)

Now you are in your voicemail system. Press 1 to listen to messages, or 4 to record a new or temporary greeting.



wireless network

The building is connected to the UBC secure network. Wireless is available through UBC, and requires a **campus-wide login**.

campus-wide login (for UBC students, staff + faculty)

Campus-Wide Login (CWL) is UBC's single sign-on authentication system. It is designed to give you access to UBC's online applications with the same username and password. A CWL account provides you with access to the Student Information System, the Library, myUBC, WebCT, and Administrative systems at UBC.

For information about getting a CWL, see the UBC ITS services web site: <http://www.it.ubc.ca/cwl/about.shtml>

lockers

Lockers are allocated preferentially to individuals who don't have offices. To request a locker on the 3rd, 4th or 5th floor, email bookings@icord.org with the locker number.

Lockers in the Basement and on the Ground Floor are for day use only on a first-come first serve basis. Please remove your lock at the end of the day as locks remaining after hours will be cut.

shipping/receiving

Deliveries for ICORD labs or personnel located on Floors 1, 3, 4 and 5 are accepted by the ICORD Admin staff. You will be contacted when you receive a delivery, and your item will be left for you on the table in the ICORD admin area.

Deliveries for the 2nd and 6th floors are directed there.

Please note, the 3rd floor is open to couriers and the public from 9:00am to 4:00pm.

Deliveries are sometimes mis-directed to VGH. If you are missing a delivered item, you may wish to contact VGH Shipping/Receiving at 604-875-4111 ext. 54080.

mail

The mail room is on the 3rd Floor. PIs have each been assigned one mailbox for themselves and one mailbox for their labs.

Please update your mailing address to:

ICORD - [Your Lab]
Blusson Spinal Cord Centre
818 West 10th Avenue
Vancouver, BC V5Z 1M9

Change of address postcards are available in the mailroom.

update your address with UBC

If you have moved to the BSCC from another work location at UBC, make sure that UBC has up-to-date contact information for you:

- log in to my.ubc.ca
- enter your CWL and password
- click on Enter the Management Systems Portal
- click on Faculty and Staff Selfservice + continue
- click on MyPersonallInfo to update your home and mailing address, e-mail address, phone numbers, emergency contacts, etc.

While you're logged in, you can also view your paycheques online, look up the status of reimbursement and travel claims, and check out your benefits.

lunchrooms, coffee, water

There are lunchrooms on Floors 3, 4 and 5. Fridges and microwaves are provided. There is also a dishwasher in the 3rd floor lunchroom. Please help keep these rooms clean. Please wash your own dishes or put them in the dishwasher, and do not leave food in the fridge for extended periods of time.

Please bring your own mug to work and use it for coffee and water. ICORD has provided some dishes for use by visitors and at events. If you borrow them, please return them as soon as you are finished.

Filtered water is available from the coolers in the 3rd floor lunchroom (cold/very hot) and the Rehab Gym (cold/room temperature). Bring your own cup or mug. If you're a coffee drinker, you can join the ICORD Coffee Club. For a very reasonable fee, you can have all the coffee you can drink (plus milk, sugar, stir sticks to go with it). See Jeremy in the Admin Area for details.

purchasing equipment and supplies

Please check with your supervisor or lab manager for information about how to purchase minor equipment and supplies. Major equipment purchases for the BSCC are managed by Lowell McPhail (mcphail@icord.org).

VWR@ICORD

ICORD has a partnership with scientific supplier VWR, which gives ICORD staff, trainees and faculty discounts and other incentives like immediate access to a VWR rep and deliveries right to your bench. For information or to place an order, please contact Ben Nguyen (nguyen@icord.org).

posting notices

If you would like to post a notice in the elevators to advertise an upcoming event, please provide 2 hard copies to Jeremy or Lisa in the ICORD Admin Area. Notices can be posted on the bulletin boards in the lunchrooms and in the admin area on the 3rd floor. Please do not use scotch tape or tacks to attach posters directly to painted surfaces.

To request that your upcoming event be mentioned in the weekly *Blusson Buzz*, send the relevant information to admin@icord.org

If you would like to post a notice on the display screens throughout the building, please contact Cheryl (niamath@icord.org).

You can post your research study ads on the portable notice boards in the Atrium, ACCESS Lab and Rehab Gym. Please remove posters when your study is concluded or when you are no longer recruiting subjects.

housekeeping

Aramark provides housekeeping services in the BSCC. Common areas are cleaned throughout the day. Offices and labs are

cleaned after hours. Evening cleaners have been instructed not to touch computers and electronic equipment. Desks will not be dusted unless the space has been cleared. If you have a housekeeping emergency (like a non-hazardous spill) please call the Housekeeping call centre at 604-694-6300.

security

Paladin provides Security for the BSCC along with the rest of the VGH campus. Paladin personnel patrol the BSCC regularly.

Dial 5800 or 88 to reach Security in an emergency.

Dial 4777 for non-emergency calls.

maintenance

building: If you notice anything about the building that should be fixed/changed/adjusted, please report these to bscc-maintenance@icord.org.

IT: If you are having problems with the network, please contact Jeremy for assistance or email medit.servicedesk@ubc.ca

general building etiquette

- UBC requires anyone working in a lab to wear long, loose-fitting pants, full-covering shoes and lab coats, and have long hair tied back.
- please do not let random strangers into the building after hours, and make sure exterior doors close behind you when you leave
- if you find someone in the building who seems to need help, please take them to the 3rd floor admin area.
- if you see anyone suspicious in the building after hours, or in card-access-only areas any time, please ask to see their ID tag or contact Security.

fitness options @ BSCC

ICORD received a *Healthy Workplace Initiatives* grant from UBC in the Fall of 2009. We are happy to be able to offer the following fitness options in the building:

Fitness Room:

Some fitness equipment (stationary bikes, free weights and a bench, skipping ropes, yoga balls, yoga mats, etc) are available for all BSCC occupants to use in Room 1250.

You can get access to the Fitness Room by agreeing that you will:

- learn how to use the equipment properly and safely;
- be responsible for establishing and maintaining your own exercise program;
- use all equipment in the room at my own risk, and not remove any equipment from the Fitness Room;
- act at all times in a safe, respectful and responsible manner;
- not use or move any materials or equipment in the ICORD ACCESS lab, including the accessible kitchen and wheelchair training course, without obtaining prior permission;
- not provide access to anyone who does not have valid fitness room access.

Please sign in/out whenever you use the room. If you would like some instructions on how to use the equipment, please contact Mario Cruz (mcruz@icord.org). To get access to the Fitness Room, please contact Jeremy (3rd floor Admin Area).

Yogalates classes:

Combination yoga/pilates classes are offered in the BSCC.

Taught by professional instructors, these classes focus on core conditioning and flexibility. Participants pay a small fee to cover class costs. For information on current and upcoming sessions, please watch for updates in the *Blusson Buzz* or contact Cheryl (niamath@icord.org).

room + equipment bookings

To book the Atrium or Lecture Hall:

Contact bookings@icord.org to check availability and request a BSCC Booking Request form. Complete the form and send it to bookings@icord.org or drop it off in the ICORD Admin Office. Your booking will be confirmed by e-mail.

The Lecture Hall has a maximum capacity of 80 when set up

theatre-style, 30 when set up classroom-style, and 22 when set up boardroom-style.

To book the meeting rooms on the 3rd, 4th and 5th floors:

- For a meeting during the current week: sign up on the schedule outside the meeting room.
- For a meeting at least one week in the future: sign up in the bookings binder on the bookshelf outside Room 3303 or e-mail bookings@icord.org.

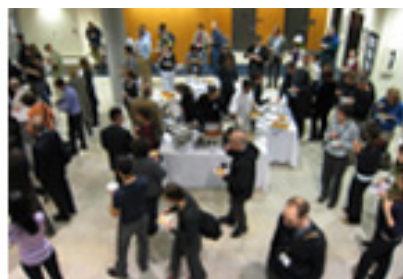
To book equipment

To book the LCD projector or a conference phone, e-mail bookings@icord.org.

Built-in screens and projectors with VGA & HDMI connections are installed in the lecture hall, and VGA screens in the 3rd, 4th & 5th floor meeting rooms. Microphones are also available to be signed out. Instructions for using this A/V equipment will be provided to you when you book a room.



the Lecture Hall (left) set up Theatre Style; the 3rd Floor meeting room (right)



The atrium as a venue for a cocktail reception (centre) and set up for a sit-down meal (right)

what to do if you are injured at work

If you suffer an injury while you are working in the BSCC, please:

- dial 5800 for first aid (if necessary)
- immediately (or within 24 hours), inform your supervisor about the incident: time, location, what happened. In addition, you should report the incident to Jeremy Green.
- you will be asked to complete a short accident report form.
- additional information will be provided to you about filing a WorkSafeBC claim if the incident involved serious injury or time off work.

what to do if you have an accident

If you have an accident that results in damage to the building or equipment, please:

- dial 5800 if your accident has resulted in a hazardous spill and it is too large to easily contain using a spill kit
- immediately inform your supervisor, as well as Jeremy Green, about the incident: time, location, what happened.
- if equipment has been damaged or is unsafe, please secure it or post notices to let others know

*** *If you notice any unsafe conditions or practices in the BSCC, immediately inform Jeremy Green or another member of the Health & Safety Committee.***

BSCC fire wardens

Please contact your fire warden if you have any questions about the fire response plan.

Basement - Juan Felipe Molina, Jie Liu

Level 1 - Lowell McPhail, Jeremy Green

Level 3 - Melissa Pak, Katie Pahl

Level 4 - Ben Nguyen, Mario Cruz

Level 5 - Clarrie Lam, Jennifer Douglas

Level 6 - Marianne Lowe, Dan Maceluch

health + safety

The Health & Safety Commee committee promotes health and safety in your workplace. There is a H+S bulletin board near the bike room, where meeting minutes and accident forms are posted. If you have any H+S questions or concerns, please contact a committee member.

The BSCC's Health & Safety

Committee members are:

Katie Pahl (kpahl@icord.org)

Mario Cruz (mcruz@icord.org)

Anthea Stammers

(stammers@icord.org)

Vlady Pavlova

(vladypavlova@gmail.com)

Jennifer Douglas-Mills

(jenndougl@interchange.ubc.ca)

Ben Nguyen (nguyen@icord.org)

Clarrie Lam

(clarrie@interchange.ubc.ca)

Peter van Stolk (pvanstolk@shaw.ca)

Melissa Pak (mpak@icord.org)

Jeremy Green (jgreen@icord.org)

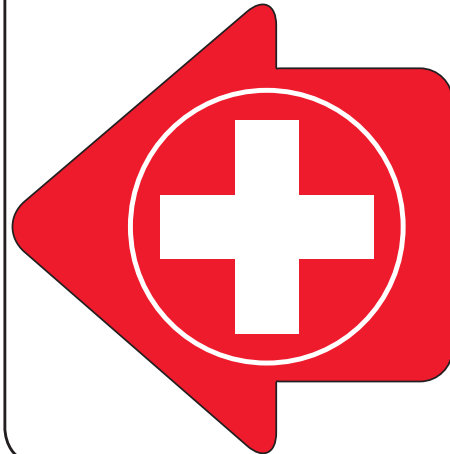
first aid + laboratory spill kits

Emergency First Aid kits are located in the basement, and on the 3rd, 4th and 5th floors. If you have a minor injury and just need a band-aid, please ask your lab manager or see Cheryl or Jeremy in the 3rd floor Admin area.

Emergency spill kits are located in the basement, and on the 4th and 5th floors. These are for emergency use when containing hazardous spills. Please ask for training from a BSCC H+S Committee member.

Follow these signs to find first aid and spill kits:

Emergency First Aid



Emergency Spill Kit



what to do in case of fire

If you discover a fire

or suspect the presence of fire or are present when someone discovers a fire, **remain calm** and follow the **R.A.C.E. Procedure**:

R **Remove people from immediate danger.** Shout "Fire!" and tell people to get out. Provide assistance to people who are not capable of evacuating by themselves.

A **Activate the nearest manual fire alarm pull station** to sound the Fire Alarm. **Dial 88** (Switchboard) and state: "CODE RED at Blusson Pavilion, Floor ____, Room Number ____" *Provide as much information about the fire emergency as you can.*

C **Contain the fire.** Close all the doors and windows in the room of fire origin, and adjacent areas, to help contain the fire. *If possible, shut off fans, and electrical equipment in the room. Close all other doors and windows in the affected area.*

E **Evacuate those in immediate danger.** Follow instructions of floor Fire Wardens. Move all staff and visitors out of the fire zone to the nearest emergency exit stairway. Ensure that all occupants are evacuated and the doors are closed on exit.

- Proceed to the designated assembly point located in the parking lot at the northeast corner of the building
- Building emergency exit stairways are designed as "areas of refuge" and provide a safe environment during the building evacuation. **Do not run or panic.**
- The south emergency exit contains an emergency elevator that will continue to operate during the fire emergency. Proceed to this exit if unable to use the stairs.
- Once you've evacuated, do not re-enter the building unless told it is safe by the Fire Department or Security.

Extinguish the fire if the fire is small and it is safe to do so. If you feel unsafe at anytime while attempting to extinguish the fire, put the extinguisher down and exit the building. Do not forget to close the door(s) to the affected room or area.

please read the BSCC Fire Plan for complete information

using a fire extinguisher

When using a fire extinguisher, remember to PASS



Pull the pin



Aim the nozzle



Squeeze the handle



Sweep at the base of the fire

ICORD admin staff are here to help

Please use this list as a guide, but remember that any Admin Staff member will do their best to assist you if you need help.

Jeremy Green (Program Coordinator)

jgreen@icord.org / local 5-8810 / mobile 778-866-2120



Contact Jeremy if you need help with

- accommodation for visitors
- help with photocopiers/scanners
- courier or mail questions
- automatic door or elevator problems
- building access
- new e-mail addresses
- building-wide announcements
- submissions to the Blusson Buzz

Lisa Larmon (Admin Assistant)

llarmon@icord.org / local 5-8833



Contact Lisa if you need help with or have questions about

- travel reimbursements for yourself or others
- expense repayments for yourself or others
- invoice payments
- booking the Lecture Hall or Atrium
- reserved parking for research subjects
- Sharepoint

Lowell McPhail (Operations Manager)

mcphail@icord.org / local 5-8811 / mobile 604-219-6871

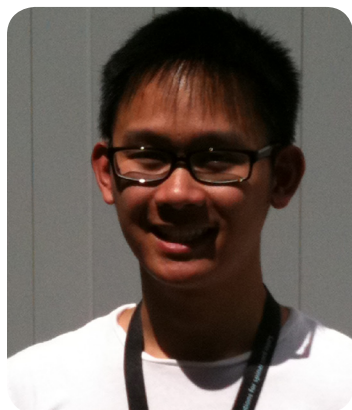


Contact Lowell if you need help with

- facilities issues
- UBC or ICORD policy questions
- vivarium orientation / access
- major scientific equipment purchases
- ICORD seminars
- Trainee Travel Awards

Ben Nguyen (Facilities Assistant)

nguyen@icord.org / local 5-8826 / mobile 604-783-5335



Contact Ben if you need help with

- scientific or technical supply orders
- room set-up or A/V help for room bookings
- BSCC monthly coffee break

Cheryl Niamath (Administrative Manager)

niamath@icord.org / local 5-8844



Contact Cheryl if you need help with

- UBC HR or Payroll issues
- UBC or ICORD policy questions
- ICORD or BSCC events
- LCD displays in the BSCC
- other internal and external communications (including web site)
- graphic design, posters, displays

Tom Oxland (Acting Director) / local 5-8834



Contact Tom if you have questions about

- PI appointments / promotions
- UBC or ICORD policy questions
- fundraising

how to find out what's going on



read

the blusson buzz

for the latest BSCC news. Find out about upcoming events and special offers for all occupants of the Blusson Spinal Cord Centre. The **blusson buzz** is an informal weekly e-mail newsletter produced by the ICORD Admin Office. If you are an ICORDian in the BSCC, you should be receiving this publication automatically. If you are not receiving it, please please contact Jeremy Green (jgreen@icord.org or 604-675-8810) to be added to the list.



check out **ICORD's web site** (www.icord.org) for general ICORD news, announcements, and information about research projects, events and people. To post an item on the web site, please contact Cheryl (niamath@icord.org).

The screenshot shows the ICORD website homepage. At the top left is the ICORD logo with the tagline "from cells to community: solutions for spinal cord injury". To the right is a search bar. Below the logo is a navigation menu with links: Home, About ICORD, Research, News / Events, Documents, Work/Study, Facilities, and Contact Us. The main content area features a news article titled "Dr. Brian Kwon recognized for research contributions" by admin on March 17, 2010. To the right of this article are two boxes: "How can you participate in ICORD Research?" and "Donate to ICORD". Below the main content are four smaller boxes: "About Us", "Research: from cells to community", "Experimental Treatments in Spinal Cord Injury", and "SCIRE: Spinal Cord Injury Rehabilitation Evidence".